

Part-Time  
Administrative Analyst

U.S. Courts in San Juan, PR seeking individual to perform administrative duties in Civil Appeals Management Program 16 hours per week. Must have good computer skills and excellent organizational and communications skills. Must speak English and Spanish fluently. Duties include arranging settlement conferences and other routine office work. Part-time salary range between \$14,776.32-\$24,019.84, plus a cost of living allowance currently set at 11.5%. Starting salary dependent upon work experience. Full benefits. Minimum 2 years experience required. Selectee subject to background check. Submit resume by July 21, 2006 to Gary Wentz, Circuit Executive, 1 Courthouse Way, Suite 3700, Boston, MA 02210 or Gary\_Wentz@ca1.uscourts.gov. EOE.